

## TITLE 5 EMPLOYMENT APPLICATIONS

1. REASON FOR ISSUE: To establish Department of Veterans Affairs (VA) policies regarding changes in Federal Government-wide Title 5 employment application procedures taking effect January 1, 1995.

2. SUMMARY OF CONTENTS/MAJOR CHANGES: This directive establishes policies for obtaining applicant qualification and general eligibility data and separately documented data on applicant suitability. The directive provides:

a. The range of choices available to external and internal applicants for presenting qualification and general eligibility data; and

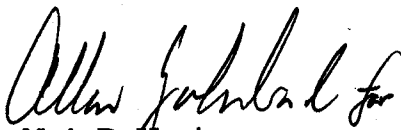
b. Time frames for submission of suitability data and any necessary supplementary data for VA occupations/positions.

3. RESPONSIBLE OFFICE: The Employment and Training Service (054), Office of the Deputy Assistant Secretary for Human Resources Management.

4. RELATED DIRECTIVES: MP-5, Part I, Chapter 335, Internal Placement and Promotion, when revised will be issued as VA Directive 5335.

5. **RESCISSIONS:** None.

CERTIFIED BY:



Nada D. Harris  
Deputy Assistant Secretary for  
Information Resources Management

BY DIRECTION **OF** THE SECRETARY  
OF VETERANS AFFAIRS:



Eugene A. Brickhouse  
Assistant Secretary for Human Resources  
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For Screen Readers Only  
**Signed by:** Nada D. Harris  
Deputy Assistant Secretary for  
**Information Resources Management**

Signed by: Eugene A. Brickhouse  
Assistant Secretary for Human **Resources**  
And **Administration**

## TITLE 5 EMPLOYMENT APPLICATIONS

1. PURPOSE. This Directive establishes Department of Veterans Affairs (VA) policies on Title 5 employment applications, to reflect the new Federal application process and the sunseting of the Standard Form 17 1, ***Application für Federal Employment***, by the Office of Personnel Management in the ***Federal Register*** (Vol. 59, No. 241, dated December 16, 1994). The sunseting of the SF 171 is in keeping with the goals of the National Performance Review.

## 2. POLICY

a. Effective January 1, 1995, individuals not currently employed by VA may choose the written format for presenting their qualification and general eligibility data when applying for VA Title 5 positions. Applicants will provide information needed to make suitability determinations separately on a form for that purpose. For positions whose qualification standard requires a credential, -- i.e., certification, licensure or registration (CLR),-- the Federal Government-wide suitability questions may be supplemented by additional VA questions on the required credential(s).

b. To facilitate compliance with Veterans Health Administration (VHA) credentialing and privileging and other similar requirements, applicants for CLR occupations and other positions in VHA -- for which clinical privileges may be granted -- will be required to respond to related supplementary questions.

c. VA employees will apply for VA positions using specified application forms.

## 3. RESPONSIBILITIES

a. The Office of Human Resources Management (**HRM**) will develop policies and provide advice and assistance concerning implementation of employment processes.

b. Managers and supervisors are responsible for considering applicants for positions and exercising discretionary authority concerning employee applications and submission time frames.

c. HRM Officers will provide technical advice and assistance to line officials, employees and individuals outside VA on application procedures.

## 4. REFERENCES

a. 5 U.S.C. 1104, 1302, 3301, 3304, 3320, 3361, 3393, 3394 and 8716.

b. 38 U.S.C., Chapters 73 and 74.

c. 5 CFR, Chapter 1, Parts 110, 210-4, 250, 293-4, 297, and all 300's.

d. ***Federal Register*** Vol. 59, No. 241, dated December 16, 1994.

NOTE: ***Appendices A and B establish respective policies for outside applicants and internal applicants.***

## EMPLOYMENT APPLICATIONS FROM OUTSIDE APPLICANTS

1. **Employment applications.** Effective January 1, 1995, the Standard Form 171, ***Application for Federal Employment***, will no longer serve as a Federal Government-wide standard employment application form. As of that date, applicants from outside VA may provide their qualifications and general eligibility background data for Title 5 VA positions in a written format of their choosing. Among the anticipated and acceptable formats are the new Optional Form 612, ***Optional Application for Federal Employment***, resumes, and existing copies of the expired SF 171.
2. **Federal employment declarations.** In developing new application procedures for Federal employment, the **Office** of Personnel Management has separated qualification information from suitability data. Suitability and various other questions previously on the SF 171 are now contained on the new Optional Form 306, ***Declaration for Federal Employment*** (developed to succeed the SF 61 -B, ***Declaration of Federal Appointee***, which also expires December 31, 1994). In VA, the following time frames have been established for an applicant's submission of the OF 306:
  - a. Applicants for the following occupations/positions will submit a completed OF 306 with their initial application, except as provided in par. 2c below. (An occupation/position may be covered in multiple categories.)
    - (1) All current Testing Designated Positions in VA.
    - (2) All positions whose qualification standard requires a credential, i.e., certification, licensure, or registration (CLR). (See also par. 2d.) Current CLR positions as of this Directive's issuance are:

Psychologist, GS-180 (VHA only)	Diagnostic <b>Radiologic</b> Technician/Technologist, GS-647
Social Worker, GS-185	Therapeutic Radiologic Technician/Technologist, GS-648
Nuclear Medicine Technologist, GS-601	Dental Assistant, GS-681
Dietitian and Nutritionist, GS-630	Dental Hygienist, GS-682
Nuclear Medicine Technician, GS-642	General Attorney, GS-905.
- (3) Veterans Health Administration (**VHA**) positions for which clinical privileges may be granted consistent with medical facility by-laws, such as Audiologist/Speech Pathologist, GS-665, and **Orthotist/Prosthetist**, GS-667. (See also par. 2d.)
- (4) All positions filled by VA delegated examining units.
- (5) Additional occupations/positions which local officials determine control significant VA funds and/or materiel resources, e.g., Accountant, GS-510; Agent Cashier, GS-530; and positions in other General Schedule series such as 1101, 1102, and 2001.
- (6) Positions determined to Warrant initial receipt of the OF 306 for early review at the documented discretion of a Central Office Administration/Staff Office Head or designee, or the local facility director or designee, for those positions within their respective jurisdictions.

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b. Other outside applicants are to submit a completed OF 306 in time to allow for review of the OF 306 and final eligibility determinations prior to referral of a list of candidates to **the** selecting official.

c. Exception to early **Declaration** submission as provided in par. 2a: At the discretion of a Central Office Administration/Staff Office Head or designee, or the facility director or designee, for those positions within their respective Jurisdictions, the OF 306 submission can be required **from** all applicants for a given position vacancy or occupation **subsequent** to the initial application, if determined beneficial to attracting sufficient applicants and provided the requirements of par. 2b are met.

d. A supplemental credentials questionnaire will be submitted with the OF 306 by applicants for CLR positions in VHA and any other VHA positions for which clinical privileges may be granted.

3. **Effective Date.** These provisions take effect January 1, 1995, except for any announcement(s) open on December 31, 1994, which must be closed or appropriately revised no later than January 31, 1995.

**EMPLOYMENT APPLICATIONS FROM INTERNAL APPLICANTS**

1. **Employment applications.** With the expiration on December 31, 1994, of the Standard Form 171, *Application for Federal Employment*, as a Federal Government-wide standard employment application form, VA employees will apply for VA Title 5 vacancies by submitting a completed Optional Form 612, *Optional Application for Federal Employment*, to the VA Human Resources Management Office responsible for **staffing** the specific vacancy. This policy is modified by the following exceptions:

- a. An SF 171 may be substituted for the OF 612 if the employee so chooses.
- b. For positions filled through the Centralized Staffing System (CSS), acceptable substitutes from employees for the OF 612 include: VA Form **5-4773a-d** (test), the CSS Application Form; and the SF 171.
- c. VAF S-4078, Application for Promotion or Reassignment, may be substituted by local facility employees when acceptable at that VA facility.
- d. Until national union contracts citing the SF 171 are amended, those contract provisions continue in effect for members of the appropriate bargaining unit(s),

2. **Federal employment declarations.** Upon applying for initial entry into positions covered by par. 2 of Appendix A, employees will be required to submit the OF 306 and the supplemental VHA credentials questionnaire, as applicable.

3. **Effective Date.** These provisions take effect January 1, 1995, except for any announcement(s) open on December 31, 1994, which must be closed or appropriately revised no later than January 31, 1995.